



Policy: 4630
Procedure: 4630.03
Chapter: Community Corrections
Rule: Interstate Compact Referral
for Courtesy Supervision of
ADJC Juveniles Residing in
Another State

Effective: 06/12/06
Replaces: N/A
Dated: 06/09/06

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) is responsible for referring ADJC juveniles who will be residing in another State for Interstate Compact for Juvenile (ICJ) Supervision prior to transfer to the receiving State.

Rules:

1. As soon as the Community Parole Officer or Secure Care Caseworker determines that, in the best interest of the juvenile and family, permanent residence in another state is appropriate **S/HE** shall submit a referral packet for Interstate Compact Services.
 - a. The **PAROLE OFFICER OR CASEWORKER** shall make the referral by submitting three Interstate Compact packets to the Arizona Interstate Compact for Juveniles (ICJ) Office. Each of the packets shall include:
 - i. Cover letter;
 - ii. Interstate Compact [Forms I-A/VI](#) and [IV](#);
 - iii. Continuous Case Plan/CAPFA Assessment;
 - iv. Commitment Order/Original Petition;
 - v. Signed Conditions of Release;
 - vi. Update psychological report;
 - vii. Social history;
 - viii. Medical records;
 - ix. School transcripts/Records;
 - x. Picture of juvenile;
 - xi. Any other pertinent information.
 - b. If the juvenile is residing in the community, the **PAROLE OFFICER** shall complete and submit the packets;
 - c. If the juvenile is incarcerated in a secure facility, the **CASEWORKER** shall complete and submit the packets. Regardless of who has the primary responsibility, the **PAROLE OFFICER AND CASEWORKER** shall work together to ensure the three packets are completed thoroughly and in a timely manner.
2. The **PAROLE OFFICER OR CASEWORKER** shall submit the referral packets (original and two copies) to the Arizona ICJ Office at least 60 days prior to a juvenile's departure to the receiving state.
 - a. If the transfer to the receiving state is an emergency or special needs transfer, the **PAROLE OFFICER OR CASEWORKER** shall immediately prepare these packets and contact by telephone the Deputy Compact Administrator with details relevant to the transfer;
 - b. The **DEPUTY COMPACT ADMINISTRATOR** shall immediately notify the ICJ Office in the receiving state and request an expedited review or any other special request.
3. The **ARIZONA (ICJ) OFFICE** shall review all submitted packets to ensure the packets are thorough and all mandatory forms and information is present. Within 48 hours of arrival of the packets in the Arizona (ICJ) Office the **DEPUTY COMPACT ADMINISTRATOR OR DESIGNEE** shall:
 - a. Review and approve all Interstate Compact requests;

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